

Anastasia Mosquito Control District of St. Johns County

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BOARD OF COMMISSIONERS

Jeanne Moeller, Chairperson
Trish Becker, Vice-Chairperson
Don Girvan, Secretary/Treasurer
Gary Howell, Commissioner
Gina LeBlanc, Commissioner



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, May 14, 2020

Next Meeting(s): Thursday, June 11, 2020 – 5:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, May 14, 2020, at 5:00 P.M. Following the Governor's Executive order, due to COVID-19, (board meetings via communications technology without a physical quorum being present) the AMCD staff advertised on the website information for the public to call in via telephone conferencing. Even though all Board members attended in person, we did have one member of the public call in but did not announce themselves or ask any questions.

Board members in attendance:

Mrs. Jeanne Moeller, Chairperson
Mrs. Trish Becker, Vice-Chairperson
Mr. Don Girvan, Secretary/Treasurer
Mr. Gary Howell, Commissioner
Mrs. Gina LeBlanc, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne Flowers, Attorney
Mr. Glen Harrell, President, Harrell Construction Co., Inc.

Chairperson Moeller called the meeting to order.

Commissioner Howell led the invocation and the Pledge of Allegiance to the flag.

ROLL CALL: Chairperson Moeller noted ~ All were present

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

APPROVAL OF AGENDA: Chairperson Moeller called for approval of the Agenda.

A. A motion was made to approve the Agenda as presented.

- Motioned by: Commissioner Girvan
- Seconded by: Commissioner LeBlanc
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

APPROVAL OF CONSENT AGENDA: Chairperson Moeller called for approval of the Consent Agenda.

- Commissioner Becker asked Mr. Richard Weaver who will be responsible for uploading our information onto the website in reference to the web design agreement. He stated they will build the website and we will maintain it.

A. A motion was made to approve the Consent Agenda as presented.

- Motioned by: Commissioner Howell
- Seconded by: Commissioner Becker
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

Consent Items ~ APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting: March 12, 2020 at 5:00 PM
5. Junior B.S. Accountant Job Description
6. Web Page Redesign Agreement
7. Quarterly Budget Analysis (Jan., Feb., March)
8. Budget Amendments ~ \$22,114.80 from Receipts (Grants and Miscellaneous Refunds) to Expenditures (Miscellaneous Supplies and Capital Outlay)

UNFINISHED BUSINESS:

Item 1: Approval of the Financial Auditor Report (Ppt) ~ Ms. Julieann Klein, Lombardo Spradley & Klein, CPA's

- Ms. Klein reviewed the full Financial Auditor's Report; AMCD had no significant audit findings or issues that needed attention or reported, no compliance violations discovered, no significant deficiencies or material weaknesses discovered, and no significant control deficiencies. The net position increased by a little over \$2 million dollars due to facility additions and equipment. The three year period on the statement of activities shows an overview of the expenditures of the District, revenues are down because of the FEMA grant and sale of the property, personal services and benefits have increased with more employees hired, and insurance costs are up due to the helicopter for a full year and additional buildings, and repairs and maintenance are up due to helicopter repairs and maintenance. Ms. Klein suggested the District may want to update the capitalization policy to address an increase in capitalization costs for the helicopter; 2020 will be the first year for the entire facility being utilized and it will serve as a year for base costs in the budget. The Financial Committee Chair, Commissioner Don Girvan praised Ms. Julieann Klein for all her hard work and he encouraged us to hire the Junior B.S. Accountant (job description approved on the consent agenda today) for succession planning. Dr. Xue assured him it is in the new Fiscal Year budget that begins October 1, 2020.

A. A motion was made to approve the Financial Auditor's Report for fiscal year ending September 30, 2019, as presented.

- Motioned by: Commissioner Girvan
- Seconded by: Commissioner LeBlanc
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

The Chairperson, Commissioner Moeller, introduced the new Chief Pilot/Aviation Manager, Mr. Dana Smith, who began April 27, 2020. He spoke briefly thanking everyone and going over his experience and plans for the budget.

Item 2: Update Report on the Education Building Draft Plan ~ Mr. Richard Weaver

- Mr. Weaver described the designs for the inside and outside of the Education Center. The horizontal work is complete and at the County to be permitted. The proposed building will be a 60' wide by 100' deep building with a shed roof with a 15-20 foot pitch. It will include habitats, mosquito control history, a children's activity area, theatre area, mosquito control technology and tools, a simulator, other disease vectors area, UF and other entomology area, and AMCD history. Outside will be a children's playground area, native plants garden, beehives and a plaza with a mosquito statue. Commissioner's expressed being excited about the Education Center and thanked Richard and the committee for their hard work on this.

- **THERE WAS NO MOTION ON THIS ITEM**

Item 3: Approval of the Revised Dress Code Policy ~ Commissioner Trish Becker

- Commissioner Becker stated she would like to see a portion added under General Guidelines that includes head coverings for specific purposes. Mr. Flowers reworded that part of the policy: "Head coverings (including **but not limited to**, caps, hats, bandannas, and hair curlers) shall not be worn in the District classroom or Boardroom, **except when worn for bona-fide religious or medical purposes**, when training or meetings are ongoing." Dr. Xue had suggested adding a portion to the end of that sentence that states "and for special purposes" however Mr. Flowers felt that was too vague and would like it to be more specific. Mr. Flowers suggested that he bring this back to the Board in June.

A. A motion was made to approve Mr. Flowers to continue working on the Dress policy and bring the revised proposed policy back to the Board on June 11, 2020.

- Motioned by: Commissioner Becker
- Seconded by: Commissioner Moeller
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

NEW BUSINESS

Item 1: Discussion and Approval of Recommendation to Request State Legislation Funding for SIT Building at AMCD for Northeastern Florida Region ~ Commissioner Jeanne Moeller

- Commissioner Moeller stated Lee County does regional testing for *Aedes aegypti*. Several communities have gone to the appropriations committee to ask for funds. Because of COVID-19 and people looking at health issues, it was decided to go ahead and ask for \$890,000 in funds for AMCD to build an SIT lab to sterilize mosquitoes for the Northeastern regional area for 13 counties from Daytona to Nassau counties.

A. A motion was made to approve the recommendation for Dr. Xue and Commissioner Moeller to co-chair requesting the State Legislation Funding of \$890,000 for the SIT Building at AMCD for the Northeastern Florida Region.

- Motioned by: Commissioner Howell
- Seconded by: Commissioner Girvan
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

Item 2: Budget Direction, Discussion, and Board’s Input FY 2021/2022 ~ Dr. Rui-De Xue

- Dr. Xue stated we will deliver the Draft Budget Books on May 28, 2020. He reminded the Board to bring the Draft Budget books with them to the June 11, 2020 Board meeting. Dr. Xue requested the Board to let him know prior to the June Board books going out, if anyone has suggestions for the budget for next year. We have to approve the tentative millage rate at the July 9, 2020 meeting.

○ **THERE WAS NO MOTION ON THIS ITEM**

Item 3: Operations and Aerial Committee Meeting Report ~ Commissioner Gary Howell

- Commissioner Howell asked our Chief Pilot, Mr. Smith, to give an update on the maintenance of the helicopter. Mr. Smith stated the annual maintenance is 99% completed; has done a few test flights; since we are within 150 miles of the ocean - the helicopter requires an engine rinse every time they fly; a letter was submitted for us switching to Public Use (public use makes it a little less restrictive on using aerial application rules). Commissioner Howell stated that the needs list for the aerial program includes getting a surplus helicopter from the Florida Keys and getting drones for the marsh areas with cameras on them, as well as vehicles, tools and other equipment. Dr. Xue said the FMCA Fly-In Chair contacted him about hosting the FMCA Fly-In Class (approximately 150 people from nationwide) here at AMCD in January 2021.

○ **THERE WAS NO MOTION ON THIS ITEM.**

REPORTS:

1. **Director** ~ Dr. Xue; happy to have Mr. Dana Smith on board and is very impressed with his abilities as he is very organized; Dr. Xue rode with him to show him the hot spots; everything is ready for the season except sentinel chickens as the Tampa lab is doing COVID-19 testing; Dr. Peper has ordered the equipment to do testing of the sentinel chickens in house; thanked all employees and the board; being essential workers we continue providing services; the seasonal employees were postponed to begin June 1, due to the COVID-19; on March 24th AMCD’s employee, Mr. Patrick Kendrick, passed away and mosquito control technician, Mr. Barry Scott, retired April 30th; we hired the pilot and a biological technician on April 27th.
2. **Attorney** ~ Mr. Flowers; good to see everyone, the original emergency order by the Governor (board meetings via communications technology without a physical quorum being present) expired May 8th but was extended to June 7th.

COMMISSIONER COMMENTS:

Commissioner Becker ~ Mr. Patrick Kendrick had a heart of gold and will be missed greatly; suggested we do a plaque for him; cautioned all to keep practicing social distancing; is concerned for all during this time; is doing Mosquito Mondays on social media and makes coloring sheets and scavenger hunts and gives them out to schools and others; can help give out the information via email if someone doesn’t have social media.

Commissioner LeBlanc ~ thanked the staff for all their hard work and it’s very much appreciated.

Commissioner Moeller ~ has commented a “thank you for sharing” to Commissioner Becker’s social media; cautioned all to be careful of the sunshine laws if commenting and encouraged others to be friends with Commissioner Becker as she puts some really good stuff on there; thanked staff for all their hard work; cautioned staff to observe the speed limit in her neighborhood.

Commissioner Girvan ~ pretty much covered everything earlier and will give staff his written notes; staff has done a wonderful job, singling out Ms. Charolette Hall, Mrs. Kay Gaines, Mr. Richard Weaver, Mr. Scott Hanna and all the staff.

Commissioner Howell ~ thanked Dr. Xue on keeping everyone informed on the COVID-19 alerts; thanked Commissioner Becker on bringing up Mr. Patrick Kendrick, as he did have a big heart and he will be missed; thanked the commissioners as we have a good Board; cautioned that we do want to proceed with caution on the budget during all of this.

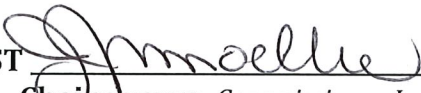
ATTACHMENTS: ~

1. None

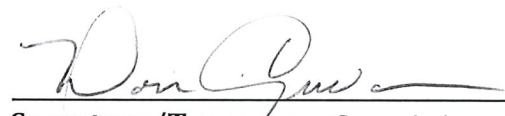
ADJOURNMENT:

Chairperson Moeller adjourned the meeting at 7:12 P.M.

ATTEST



Chairperson, Commissioner Jeanne Moeller



Secretary/Treasurer, Commissioner Don Girvan

These minutes are not intended to be a verbatim transcript of this meeting and could easily be misinterpreted by a reader who was not present. To obtain a full and accurate record of the meeting, an individual should view/listen to the entire proceedings via the District's DVD visual/recording system.